



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

EANC-GC-PB

09 AUG 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Letter #30 – 19th TSC Use of .0012 Official Representation Funds**

**1. REFERENCES:**

- a. DOD Directive 7250.13, Official Representation Funds, 12 Jan 05.
- b. AR 37-47, Representation Funds of the Secretary of the Army, 12 Mar 04.
- c. Eighth U.S. Army Pam 37-47, Contingency Funds of the Secretary of the Army, 5 Jun 95.
- d. USFK Reg 360-4, Community Relations, 30 Aug 02.

**2. PURPOSE:** This memorandum designates responsibility and describes policy and procedures for preparing and submitting requests for use of .0012 funds.

**3. APPLICABILITY:** This policy is applicable to all organizational elements of 19th Theater Support Command (TSC).

**4. GENERAL POLICY:** Official Representation Funds (ORFs), .0012 Limitation, will be used to maintain the standing and prestige of the United States by extending official courtesies to certain U. S. and foreign dignitaries, officials, citizen committees, and prominent local citizens who make a substantial contribution to the Nation, DOD, or the Army's primary mission. The following guidelines are provided to assist all personnel authorized to request .0012 funds through this headquarters.

a. Authority to use ORFs. Only those Commands designated in writing (Obligation Target), are authorized use of ORFs.

b. Guest Ratio Requirements. When hosting functions funded by .0012 funds, an appropriate ratio of DOD personnel (including spouses) to authorized guests will be observed.

(1) For parties of less than 30 persons, at least 20 percent of the official guest list should be authorized dignitary guests and members of their party (a maximum of four DOD personnel for every authorized dignitary guest or member of their party), as defined in reference 1b, para. 2-3. To further clarify, a dignitary cannot be an employee of US Forces Korea, including union representatives employed by USFK and Korean employees of USFK. These types of guests are counted as DOD guests.

(2) For parties of 30 or more persons, at least 50 percent of the official guest list should be authorized guests and members of their party.

(3) If the above ratios are not met, DOD personnel in excess of the ratios may attend by paying their pro-rata share of the total expenses. Additional personnel may bear the cost of their attendance, or the cost may be allocated among all DOD attendees. Reasonable efforts will be made to ensure that the ratio of DOD personnel to authorized guests is maintained.

c. Invitation List. A complete list with names and titles of invited guests will be included in all requests. Following the event, the list will be revised, certified by the project officer, and submitted to reflect actual attendees. DA Form 4843-R (Guest Attendee Sheet) will be used for each list (available electronically). Project Officers are advised to establish a system for official representation events to facilitate the preparation of the invitation list. For annual events, actual attendance lists will be used as the basis to adjust guest ratios in the future.

d. Change of Command Ceremonies. Official representation funds will not be used for expenses for change of command or retirement ceremonies for DOD personnel; however, official representation funds may be used for receptions sponsored for newly assigned commanders for the purpose of meeting local dignitaries and government officials.

e. Due to limited availability of funds and past experience, commanders are advised to:

(1) Avoid repetitive and reciprocal events/functions.

(2) Minimize alcohol consumption at official events (Guideline: two drinks per meal). In any decision to approve funds, the ratio of food to alcohol in both cost and quantity will be a factor. Modest costs for alcohol provided with a dinner or a pre-dinner social hour are acceptable, subject to the two drink rule. However, requests for .0012 funds will not be approved for functions which amount to happy hours, cocktail parties, and the like.

(3) Consolidate events when possible.

(4) Reduce/limit the number of DOD personnel at official functions to those minimally required to extend official courtesies.

(5) Select luncheons rather than dinners. Luncheons are normally less costly and permit more events to be funded.

(6) Reduce/eliminate elaborate items such as ice carvings and customized cakes.

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f. Gifts. Official representation funds may be used to purchase gifts, mementos, or tokens that will be presented to authorized guests in connection with official courtesies.

(1) No one gift costing more than \$285.00 may be purchased or presented.

(2) Gift items procured in bulk may not include the presenting official's name.

(3) ORFs will not be used for the presentation of mementos of any kind to DOD personnel.

(4) Gift items and mementos will be inventoried and reconciled with inventory records semiannually and when custodianship of funds is transferred.

(5) All inventory records will be supported by sub-vouchers showing the title and names of the recipients and the purpose of the issue. Copies of such inventories will be forwarded to the address provided in this policy memo, para. 5, no later than five working days from the inventory date.

5. SPECIFIC POLICY: All requests for .0012 funds must be submitted in writing to Commander, 19th TSC, EANC-GC-PB, APO AP 96218-5015 at least **14 workdays prior** to the date of the proposed function. Request for authorization after the event will not be considered. All requests will include:

a. Signature of the commander, date, location, and nature of event (e.g., dinner, luncheon, wreath laying, etc.).

b. Purpose of the event (e.g., to honor the Mayor of Daegu), and impact on the command if funds are disapproved.

c. A list of invited guests per para. 4c above.

d. Menu and approximate cost per person.

e. Project Officer's name and telephone number.

f. If presentation of gifts or mementos are required, justification in accordance with reference 1c, para. 7f(3) must be provided.

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g. Within 10 days following the event, Project Officers must comply with the following procedures and submit the listed items to the address in paragraph 5 above:

(1) Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, copies 1 through 5. (Note: Dollar value reflected on the SF 1034 will be actual contract cost or the not to exceed amount, whichever is less.)

(2) Original copy of all receipts/contract(s). (Receipts/contract(s) must show vendor name, date, and a cost-by-item inventory of services.)

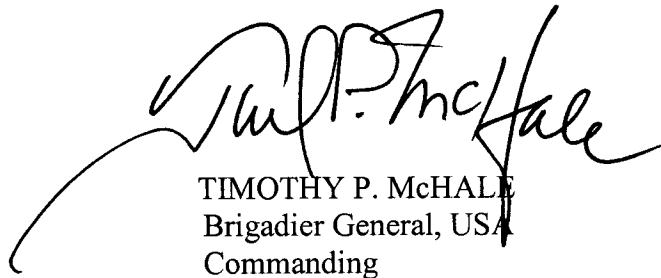
(3) Actual attendance list of the event certified by the Project Officer. Please note that secretaries, drivers and other low-ranking personnel can not be substituted for DOD personnel on the original guest list that failed to attend.

(4) Do not sign "authorized certifying officer" block.

h. The Chief of Staff, 19th TSC, is the Certifying and Approving Officer (CAO) for all .0012 fund requests. Under no circumstances will contractual agreements be entered into or obligations incurred prior to written approval of the CAO. Additionally, failure to comply with measures to ensure proper utilization of funds and to conserve costs may result in denial of funds for specific items or an entire event.

6. SUPERSESSION. This policy memo supersedes 19th TSC Command Policy Letter #30, 27 Nov 02.

7. The point of contact is Resource Management at 768-7081.



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Commanding

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